VINYL WINDOWS AND DOORS
Manufactured by Pella Corporation

Questions? Call 1 (800) 374-4758

SERVICE INSTRUCTION
Weatherstrip Enhancement–Single-Hung and Double-Hung Block Frame, 3-1/4" Frame Depth Nail Fin, 4" Frame Depth, Nail Fin with J-Channel, 4-3/16" Frame Depth

These instructions apply to:

Pella® 150 Series 2020 - Current
Centera by Pella™ 02/2007 - 2011
ThermaStar by Pella® 2003 - 01/2022
Encompass by Pella® 02/2008 - Current

Tools Required:

- Scissors

Supplies Needed:

- (4) Balance pocket plugs (foam)
- (4) 40" Fin seal weatherstrip
- (12) Foam installation hole plugs
- (4) Dust Plugs - (2 LH and 2 RH)

(Package Includes Material for 2 Windows)

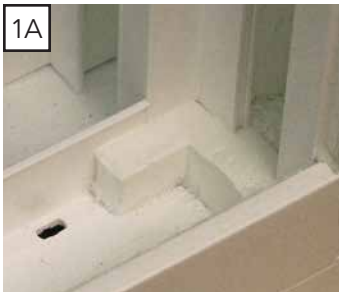
IMPORTANT: Verify installation is plumb, level and square. Make any necessary adjustments before proceeding.

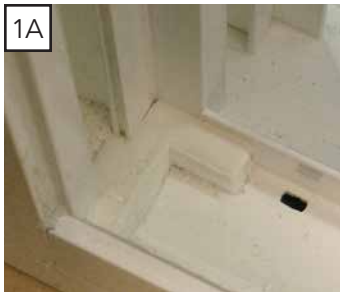
1 Install Weatherstrip:

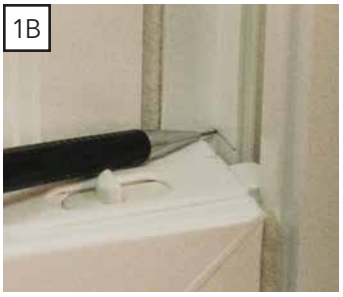
A. Remove existing balance pocket plugs (if present). Remove the release paper from the new adhesive backed foam balance pocket plug and install at the base of the jamb as shown. This step is applicable to double-hung windows ONLY.

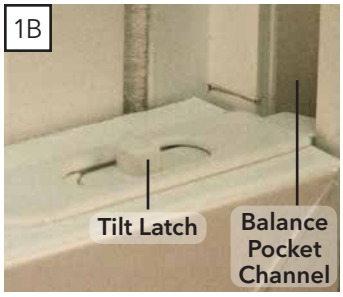
NOTE: Make sure surfaces are clean and dry before attempting to install any weatherstrip. Use only mild soap and water to clean vinyl surfaces.

B. With the lower sash closed and locked, make pencil marks on both jambs (left and right) at the top of the lower sash.



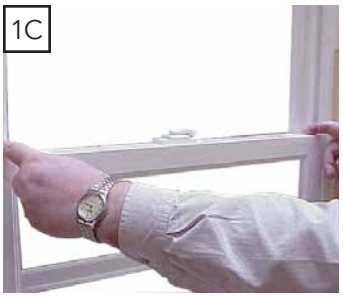


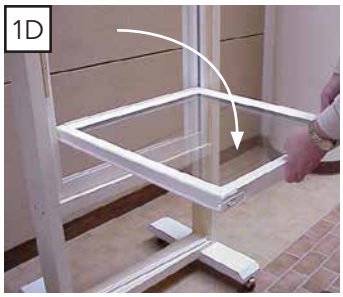




C. Unlock the window and raise the lower sash approximately 4 to 5 inches. Slide the tilt latch tabs inward, these are located at the top of the sash.

CAUTION!
Sash may be heavy.





D. Pull the top of the sash toward you until the sash is perpendicular to the frame.

E. Grasp the sash near the frame, and lift straight up on one side until the locking pivot bar of the sash can be released from the shoe at the bottom of the sash balance. Lift the locking pivot bar out of the sash balance and continue to lift the sash up until the locking pivot bar is released from the opposite side of the sash and can be removed from the shoe at the bottom of the balance. Lift the sash up and out of the window frame. Set it aside in a safe location.





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1 Install Weatherstrip (Continued):

F. Using the mark made on the jamb, cut each jamb fin seal weatherstrip to the appropriate length (the weatherstrip should run from the top of the balance pocket plug to the pencil mark), making sure that the jamb weatherstrip does not extend past the checkrail of the lower sash. Remove the release paper from the adhesive backed weatherstrip and install as shown at right.

   Repeat this process for the other jamb.

G. Compress installation hole plugs and insert them into the existing installation holes in the jambs, if necessary.

Single-Hung Windows Only:

H. Using the excess fin seal weatherstrip cut from the jamb installation, cut two (2) 1-1/2" pieces for each window. Remove the release paper from the adhesive backed fin seal weatherstrip and install as shown at right. **DO NOT** overlap or obstruct the interlocker on the sash.

Double-Hung (Replacement) Windows Only:

I. Peel one set of dust plugs (1 LH & 1 RH) from the release paper backing. Install one plug on each side of the sash checkrail as shown. Make sure the plug edges butt up against and are not placed on top of the sash weatherstrip. DO NOT overlap or obstruct the interlocker on the sash.

J. To re-install the sash, reverse steps C-E. Check for smooth operation by operating the sash up and down and locking. Ensure tilt latches are fully engaged into the balance pocket channel.





